

# Maryland DC Renewal Reminder

**To: Maryland Chiropractors**  
**From: Maryland State Board of Chiropractic Examiners**  
**Re: IMPORTANT INFORMATION ABOUT YOUR MARYLAND LICENSE**

The 2017-2019 biennial renewal period for Chiropractors is due before September 1, 2017. All license renewals will be processed online through the Board's automated database & all payments must be made with a Visa or MasterCard credit card. Renewal access will be made solely through the Board's website at [www.dhmf.maryland.gov/chiropractic](http://www.dhmf.maryland.gov/chiropractic).

You will receive an advisory letter with in-depth instructions on accessing and completing your renewal application in **late June**.

All licensees must report their completed continuing education units (CEUs) at the time of renewal and many licensees will be randomly audited. Audited licensees must produce written proof of their completion of CEUs within 48 hours. CEU requirements include a minimum of 48 CEUs, including 3 hours in risk management, 3 hours in communicable diseases – sanitary procedures, 1 hour in jurisprudence and 1 hour in cultural diversity. Licensees must have completed all CEUs prior to renewal. Only Board pre-approved CEU courses will be accepted for CEU credit. **All Licensees must hold an active Provider Level CPR certification. CPR below this status will not be accepted.** Board staff cannot approve requests for CEU extensions or waivers. **Because of the volume of licensees renewing, those licensees that renew late in the renewal period (September 1 through September 30<sup>th</sup>) will receive a late penalty (\$500) assessed by the system.** Please renew early. Your renewal packet must be complete before a license can be issued.

Don't hesitate to call me at 410-764-5985 with license renewal or CEU questions.  
Laurie Sheffield-James, Executive Director